

MAINTENANCE WORKER ASSISTANT

DEFINITION:

Under general direction, assists in the operations to maintain streets, parks, street medians, storm drains and catch basins; performs other related work as directed.

CLASS CHARACTERISTICS:

This is a single class, entry-level position under general direction. The incumbent is part of a crew assisting in maintenance of parks, streets, landscaped areas, street medians and related facilities.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Assist in the repair and maintenance of streets, street signs, sidewalks, catch basins, storm drains, parks, and landscaped areas around City facilities.
2. Clear trash and debris.
3. Operate park and street maintenance equipment.
4. Sweep walkways, clear shrubs, mow turf.
5. Assist in watering and fertilizing planted areas.
6. Maintain restrooms and other related facilities.
7. Assist in application of pesticides, herbicides and insecticides.
8. Assist in cleaning up dead animals in road way, City right-of-way or on City property as requested (Only applicable to employees hired or promoted after November 6, 1994).
9. Assist in catching and caging stray animals and transporting them to animal shelter as requested (Only applicable to employees hired or promoted after November 6, 1994).

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MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Methods, materials, tools, and equipment used in the maintenance of public facilities including streets, parks and street landscape.
2. Work safety practices and procedures.
3. Purposes and uses of a variety of power tools and hand tools.

Skill in:

1. Assisting in day-to-day maintenance operations.
2. Following written and oral instructions.

Ability to:

1. Operate maintenance equipment, power, and hand tools including, but not limited to, blower, mower, tractors, rototillers, chain saws, and dump truck.
2. Adhere to the safety procedures, practices, and policies of the City.
3. Establish and maintain effective work relationships with City staff and the general public.
4. Communicate effectively, orally and in writing.

JOB REQUIREMENTS:

1. High school graduation or the equivalent.
2. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
3. Ability to pass a post-offer medical examination and drug screen prior to appointment.

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JOB REQUIREMENTS (continued):

4. Willingness and ability to be trained by the City and to perform the City Animal Control duties and functions.
5. Rabies vaccination and periodic booster shots provided by the City.
6. Willingness and ability to work extended hours as required, including 24-hour stand-by shifts.
7. Willingness and ability to respond as required from home to the Public Works Corporation Yard within 30 minutes.
8. Effective 10/1/95 all newly hired Maintenance and Utility workers must reside within a 30 minute response time to the Corporation Yard. New employees hired after 10/1/95 will be given 6 months from date of hire to comply with this requirement. Employees hired prior to 10/1/95 must reside within a 30 minute response proximity when on stand-by.

OTHER QUALIFICATIONS:

1. Experience performing any of the above job duties is highly desired.
2. Possession of a valid California Class B or Class A driver's license desired, but not required.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Various digging and cutting tools
2. Two-way radio
4. Automobile
5. Keys to City locks
6. Power equipment
7. Sprayers and applicators
8. Safety protective gear
9. Dump truck

In animal control functions:

10. Portable kennels
11. Come-along
12. Nets and rope

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MACHINES/TOOLS/EQUIPMENT UTILIZED (continued):

13. Knives
14. Snake pole
15. Traps
16. Mace and pepper spray

PHYSICAL DEMANDS:

1. Walking
2. Driving
3. Mobility
4. Speaking/hearing
5. Pushing/pulling

PHYSICAL DEMANDS (continued):

6. Stooping/bending/kneeling
7. Seeing
8. Standing
9. Climbing
10. Lifting between 50 and 80 lbs.
11. Working in adverse weather conditions

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 1% of the time
Travel: varying conditions, 99% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying outdoor weather conditions
2. Noise level: high levels of equipment noises
3. Flooring: grass, gravel, rock, dirt, wet surfaces, etc.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS (continued):

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4. Hazards: use of various digging, cutting, and compaction tools
 Exposure to spray paints, solvents, herbicides, pesticides, insecticides, mace, and pepper spray
 Exposure to animal bites, scratches, and other related incidents, including the injuries, illnesses and death of animals